



## **Missouri Juvenile Justice Information System**



Linking Together to Protect Missouri Children

Juvenile & Family Courts

Department of Health and Senior Services

Department of Mental Health

Department of Social Services

Department of Elementary and Secondary Education

Office of State Courts Administrator

**Training Manual**

**2004**

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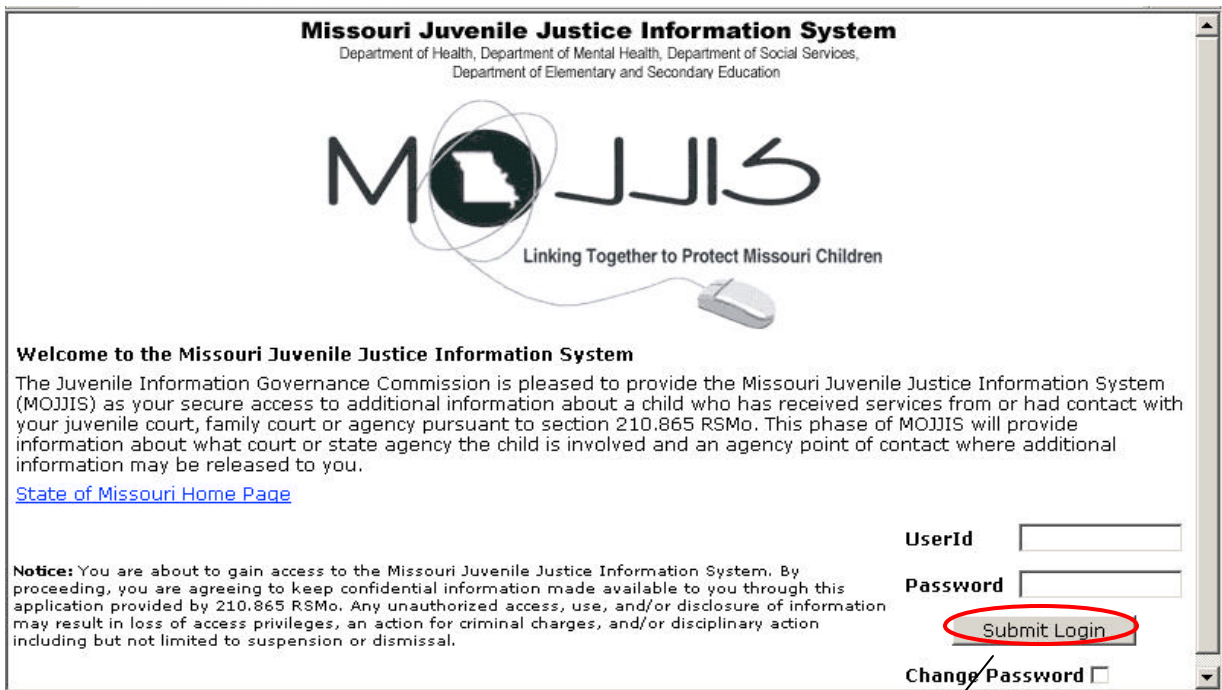
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## MOJJIS Training Manual

The Missouri Juvenile Justice Information System has been developed as a secure access point to share additional information about a child who has received services from your juvenile court, DFS, DYS, DCSE, Department of Health and Human Services and Department of Mental Health.

### Logging In

After accessing the Link for the **MOJJIS** System, this is the sign-on screen that will appear.



**Missouri Juvenile Justice Information System**  
Department of Health, Department of Mental Health, Department of Social Services,  
Department of Elementary and Secondary Education

**MOJJIS**  
Linking Together to Protect Missouri Children

**Welcome to the Missouri Juvenile Justice Information System**  
The Juvenile Information Governance Commission is pleased to provide the Missouri Juvenile Justice Information System (MOJJIS) as your secure access to additional information about a child who has received services from or had contact with your juvenile court, family court or agency pursuant to section 210.865 RSMo. This phase of MOJJIS will provide information about what court or state agency the child is involved and an agency point of contact where additional information may be released to you.  
[State of Missouri Home Page](#)

**Notice:** You are about to gain access to the Missouri Juvenile Justice Information System. By proceeding, you are agreeing to keep confidential information made available to you through this application provided by 210.865 RSMo. Any unauthorized access, use, and/or disclosure of information may result in loss of access privileges, an action for criminal charges, and/or disciplinary action including but not limited to suspension or dismissal.

**UserId**   
**Password**   
**Submit Login**  
**Change Password** ☐

You will then enter your assigned User ID and password and click on Submit Login.

**Note:** If you enter your password incorrectly more than 3 times you will not be granted access to **MOJJIS** and your Agency Administrator will have to reset your password.

If you are a Juvenile Officer you will want your **MOJJIS** password to be the same as your network password so that you are able to access the Casenet functionality through **MOJJIS**. This password would need to be changed whenever your network password is changed

- The Agency Administrator will be responsible for creating individual User ID's and Passwords. Each agency must determine if existing ID's will be used or new ones assigned. There are no standard **MOJJIS** user ID's across agencies
- There is the possibility of two people from different agencies having the same user ID if that should happen the last one in the system should add a character to their ID.

## Searching

After logging into the **MOJIS** System you will be able to begin your search. The following screen will open.

The screenshot shows a web browser window with a sidebar on the left containing links: [Logoff](#), [Administration](#), [User Profile](#), [Search](#), [Audit Log](#), [OSCA Contact](#), and [Persons](#). The main content area is titled "Search for Juveniles" and contains two sections: "Required Information" and "Optional Information (Recommended)".

**Required Information**  
At least one of these three fields must be filled in to submit the request

SSN  (Please enter SSN as 999999999)  
DCN   
Last Name  (Must have at least three characters)

**Optional Information (Recommended)**

First Name  Middle Name   
DOB  (mm/dd/yyyy.) Gender

Find Soundex Clear

For MOJIS inquiries to the Department of Mental Health, please contact:  
[Ed Morris, Ph. D.](#), Children and Youth Services Coordinator  
Division of Comprehensive Psychiatric Services  
Phone: 573-752-8028 --- Fax: 573-751-7815  
**NOTICE:** For disclosure of information maintained by the Department of Mental Health,  
the following authorization form **must** be completed, signed and faxed to the above mentioned contact.  
[Authorization Form](#)

Adobe Acrobat Reader

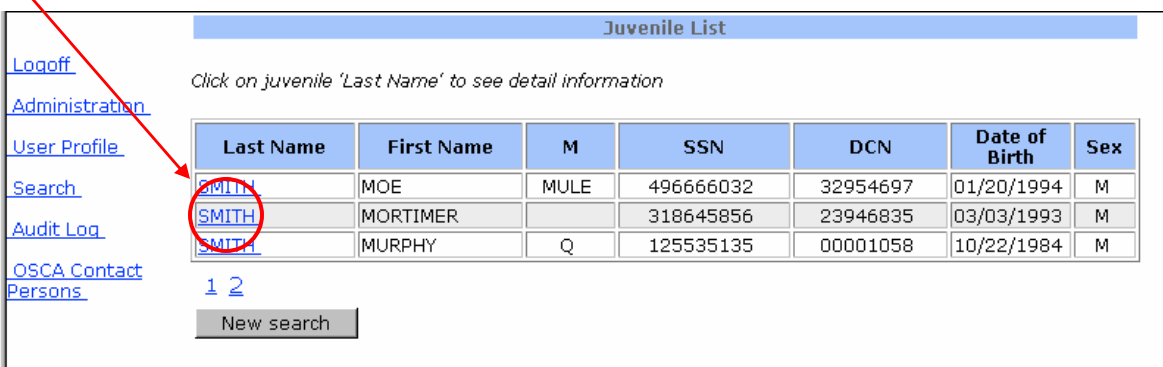
The top block of the Search screen contains required information fields. You must enter at least one of the fields to begin your search. You can search by SSN #, DCN# or at least 3 letters of the last name.

The optional Search fields include; First Name, Middle Name, DOB and Gender. They are recommended to help narrow the search.

Once you have entered your search criteria click on the Find button. This will bring back a listing all Juveniles that meet those criteria.

This screenshot is identical to the previous one, but with search criteria entered: "Smith" in the Last Name field and "M" in the First Name field. The "Find" button is circled in red, and a red arrow points from the text "click on the Find button" in the preceding paragraph to this button.

To view information in the registry on the Juvenile that you are inquiring on click on the blue last name field to begin your inquiry.



[Logoff](#)  
[Administration](#)  
[User Profile](#)  
[Search](#)  
[Audit Log](#)  
[OSCA Contact Persons](#)

**Juvenile List**

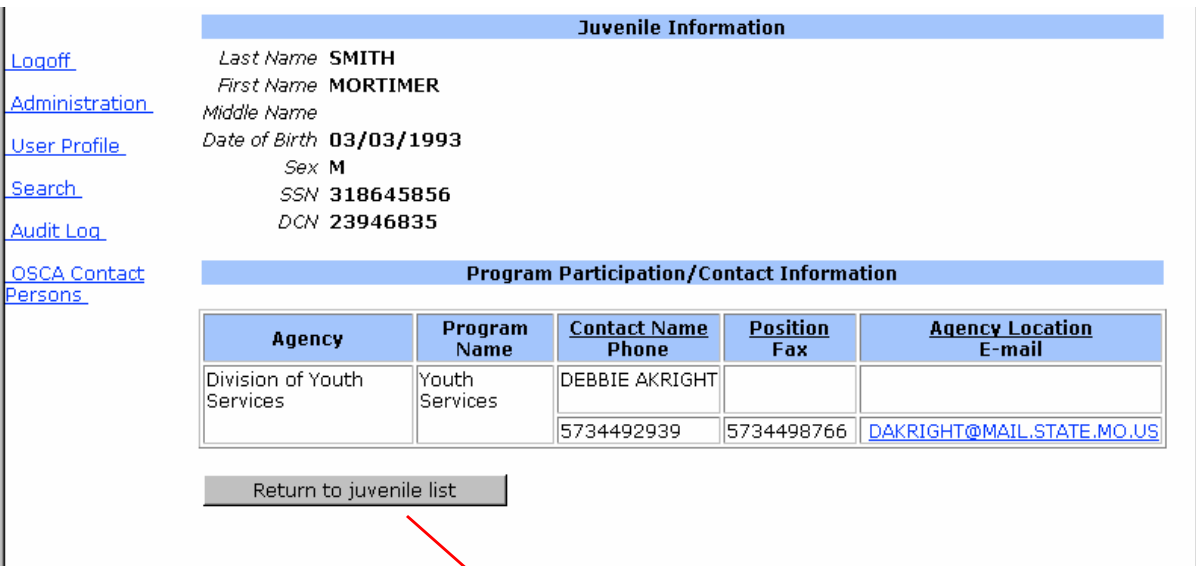
Click on juvenile 'Last Name' to see detail information

Last Name	First Name	M	SSN	DCN	Date of Birth	Sex
<a href="#">SMITH</a>	MOE	MULE	496666032	32954697	01/20/1994	M
<a href="#">SMITH</a>	MORTIMER		318645856	23946835	03/03/1993	M
<a href="#">SMITH</a>	MURPHY	Q	125535135	00001058	10/22/1984	M

1 2

New search

This will bring up a listing of the services that this Juvenile has received and which agency provided these services. You will see limited information at the top regarding the Juvenile, such as Date of Birth, Sex, SSN and DCN. There will also be a contact name phone number and e-mail address so that you may request additional information on the services provided. See below print screen.



[Logoff](#)  
[Administration](#)  
[User Profile](#)  
[Search](#)  
[Audit Log](#)  
[OSCA Contact Persons](#)

**Juvenile Information**

Last Name **SMITH**  
First Name **MORTIMER**  
Middle Name  
Date of Birth **03/03/1993**  
Sex **M**  
SSN **318645856**  
DCN **23946835**

**Program Participation/Contact Information**

Agency	Program Name	Contact Name Phone	Position Fax	Agency Location E-mail
Division of Youth Services	Youth Services	DEBBIE AKRIGHT 5734492939	 5734498766	 <a href="mailto:DAKRIGHT@MAIL.STATE.MO.US">DAKRIGHT@MAIL.STATE.MO.US</a>

Return to juvenile list

To begin a new search, click on the Return to juvenile list button. You can then search on another name.

## Soundex Searching

If you are unsure of the spelling of the name you may do a Soundex search. This will bring up a listing of names that are similar in spelling. Enter the required information in the Search field(s) and click on the Soundex button.

**Search for Juveniles**

**Required Information**  
At least one of these three fields must be filled in to submit the request

SSN  (Please enter SSN as 999999999)  
DCN   
Last Name  (Must have at least three characters)

**Optional Information (Recommended)**

First Name  Middle Name   
DOB  (mm/dd/yyyy.) Gender

This brings up a listing of the possible matches for that Juvenile with various spellings of the name. See Print Screen below.

**Juvenile List**

Click on juvenile 'Last Name' to see detail information

Last Name	First Name	M	SSN	DCN	Date of Birth	Sex
<a href="#">OLSEN</a>	JIMMY		494605200	36972504	01/15/1990	M
<a href="#">OLSON</a>	ELIZABETH	M	354887965	19517997	02/23/1985	F
<a href="#">OLSON</a>	RYLEE		506238565	44463610	08/28/1999	F

## Tips for Searching

- Use the Soundex button when unsure of spelling.
- Try various combinations of the name.
- Use at least 3 letters of the Last name.
- You may use any of the optional fields to help narrow the search.
- Remember matches will only come back as entered by each individual agency so trying broadening your search if nothing comes back on a very specific search.

## Sending an E-mail Request

If you need to request additional information from the Agency that is listed as providing service for the Juvenile you can click on the blue e-mail address link off the Juvenile information page to send an e-mail.

[Logoff](#)  
[Administration](#)  
[User Profile](#)  
[Search](#)  
[Audit Log](#)  
[OSCA Contact Persons](#)

Juvenile Information				
Last Name	CHRISTIAN			
First Name	LUCAS			
Middle Name				
Date of Birth	06/12/1997			
Sex				
SSN	495132444			
DCN				

Program Participation/Contact Information				
Agency	Program Name	Contact Name Phone	Position Fax	Agency Location E-mail
Judicial Department	<a href="#">Juvenile Court</a>	Kathleen Loyd 573-522-5400	573-729-8443	<a href="mailto:Renee.Alexander@courts.mo.gov">Renee.Alexander@courts.mo.gov</a>

[Return to juvenile list](#)

After clicking on the e-mail address link the following screen will open and you will be able to type your e-mail message and click on the send button.

[Logoff](#)  
[Administration](#)  
[User Profile](#)  
[Search](#)  
[Audit Log](#)  
[OSCA Contact Persons](#)

Juvenile Information		
Name	CHRISTIAN, LUCAS	Sex
Date of Birth	06/12/1997	SSN 495132444
DCN		Program Juvenile Court

Request Message:

User Profile Information of Requester	
Name	Davis, Linda
Phone	573-xxx-xxxx
Email	Linda.Davis@courts.mo.gov

[Send](#) [Cancel](#)

The e-mail will contain the information on the juvenile, your message and your name, phone number and e-mail address. A copy of the e-mail will also be sent to your sent e-mail box for your record keeping.

## User Profile

On the User Profile Screen you will be able to edit your name, phone number and e-mail address should they change. You can also change your password on this screen.

Change password here when needed.

Change name, phone number and e-mail address here if needed.

**User Account**

[Logoff](#)  
[Administration](#)  
[User Profile](#)  
[Search](#)

User Id Juvoff

Password

Confirm Password

Save Cancel

**User Profile**

Last Name

First Name

Phone

E-Mail

Save Cancel

## Logging Off

To log out of the MOJJIS System click on the Logoff Link on the Navigation Pane.

**Search for Juveniles**

[Logoff](#)  
[Administration](#)  
[User Profile](#)  
[Search](#)

**Required Information**

At least one of these three fields must be filled in to submit the request

SSN  (Please enter SSN as 999999999)

DCN

Last Name  (Must have at least three characters)

**Optional Information (Recommended)**

First Name  Middle Name

DOB  (mm/dd/yyyy.) Gender

Find Soundex Clear